

PERSONNEL BOARD AGENDA
Monday, December 6, 2010 - 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Mario Diaz, Member; Ann Infante, Member; Beatriz Sosa, Member; and Grecia Ferro Ameneiro, Member

AGENDA

1. Request to hold **Elections** for the position of Vice-Chairperson due to the resignation of Vice-Chairperson Eddie Garcia.
2. Request to approve the minutes of the November 1, 2010 Personnel Board meeting.
3. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received November 2010. None
4. Report of **Leave Without Pay** List for November 2010.
5. Report of Civil Service **Appointments** for November 2010.
6. Report of Civil Service **Resignations** for November 2010.
7. Report of **Maternal/Paternal Leave** for November 2010.
 1. Elvis Santana Communications & Special Events
 2. Jorge Castillo Police Department
 3. Eric Devendorf Police Department
 4. Amado Herrera Police Department
8. Report of **Leave of Absence** for November 2010. None
9. Request to certify eligibility list of **Battalion Fire Chief**.
10. Request to certify eligibility list of **Certified Police Officer**.

11. Request to certify eligibility list of **Police Sergeant**.
12. Request to conduct a Civil Service examination for the **Clerk Typist I** position with the following criteria:
- a. In-house
 - b. 100% Written
 - c. Pass/Fail 35-wpm Typing Test
 - d. Must obtain a minimum of 70% on the written exam in order to be eligible to sit for the typing portion.
 - e. Must type a minimum of 35-wpm as demonstrated in an examination, or applicants that have passed a 35-wpm or greater typing examination with the Human Resources Department within one year from the date the job announcement is posted will be exempt from the typing examination.
 - f. Must obtain a minimum of 70% on the written exam; as well as, pass the 35-wpm typing portion in order to be placed on the eligibility list.
 - g. Merge names from current eligibility list.

Copy of job description and current eligibility list are attached.

Range 43 - \$790 - \$1457 Bi-weekly

13. Request to conduct a Civil Service examination for the **Concessions Operator (Recreation)** position with the following criteria:
- a. In-house
 - b. 100% Written
 - c. Must obtain a score of 70% to be placed on the eligibility list.
 - d. Merge current name on eligibility list.

Copy of job description and eligibility list are attached.

Range 43 - \$790 - \$1457 Bi-weekly

14. Request to conduct a Civil Service examination for the **File Room Coordinator Trainee** position with the following criteria:
- a. In-house
 - b. 100% Performance
 - c. Must obtain a score of 70% to be placed on the eligibility list.

Copy of job description is attached. (No eligibility list on file.)

Range 43 - \$790 - \$1457 Bi-weekly

15. Request to hear **Unfinished Business.**

15a. Request to conduct a Civil Service examination for the **Office Coordinator (Ivis Valdes)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached.

Range 01 - Management

16. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: "January 3, 2011"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.